



JOB DESCRIPTION

JOB TITLE:	DEPARTMENT:	REPORTING TO:
Production Assistant	Production	PCB Assembly Team Leader
LOCATION:	GRADING LEVEL:	DATE OF JOB DESCRIPTION:
Hook	2	September 2018

JOB PURPOSE:

To carry out production activities to quality and industry standards.

KEY RESPONSIBILITIES AND TASKS:

- Using written work instructions and items lists to assemble products to customer specifications and IPC-J-STD-001 Class 3 as directed
- Carrying out Potting activities: applying bonding materials to PCBs; following mixing instructions for bonding materials; assisting with Coating requirements
- Carrying out OLS activities: setting up feeders and feeding components; labelling kits; checking production documentation; carrying out end of production flow activities e.g. stripping down of jobs
- Carrying out Special Processes activities – supporting Special Processes, Wash Operator & Wave Solder activities
- Carrying out PCB Assembly activities – basic soldering of conventional or surface mount components
- Carrying out AIT activities – carrying out basic mechanical assembly
- Complying with all 5S activities as required

PROFESSIONAL RESPONSIBILITIES:

People Management

- This role has no direct managerial responsibilities

Training and Development

- To take responsibility for own training and development
- To be regularly supervised in accordance with good practice guidelines and policies
- To participate in the annual performance review process
- To attend all relevant mandatory training as and when required to do so

Health and Safety

- To ensure that all health and safety requirements are followed in line with Company policies and procedures

General

- To comply with all Company policies, procedures and values
- To ensure that all duties are carried out to the highest quality standards

ROLE & PERSON REQUIREMENTS:

Role Specification

- IPC certifications are desirable but not essential as full training can be provided
- Experience in similar roles is desirable but not essential as full training can be provided



- Understanding of component identification codes such as resistors, capacitors and ICs is desirable but not essential as full training can be provided

Person Specification

- Ability to work to written instructions and bills of materials
- High attention to detail and accuracy
- High concentration levels
- Excellent level of dexterity
- Flexible and proactive approach
- Able to respond to changes in demand and meet tight deadlines

JOB EVALUATION & GRADING INFORMATION:

Driving Business Forward

- Working under: line manager
- Level of decision making / influence: none
- Involvement in strategy & growth decisions: none

Output and Consequences of Work

- Level of consequence of output: high
- Impact of consequences of output: local level
- Focus on the quality of output: high
- Level of accountability: high
- Area of accountability: own output

Work Demand and Level of Responsibility

- Work demand: high
- Level of responsibility: own output
- Level of responsibility for business activities: normal & assigned activities by leaders

People Management

- Managerial responsibilities: none

Communication

- Level of communication: normal
- Scope of communication: internal, some cross departmental
- Requirement to influence others, change behaviour & define direction: none

Skill Level

- Level of skill required: high
- Scope of skill level required: multiple areas
- Dealing with issues: escalate problems, use initiative when required
- Processes & procedures: to be followed
- Involvement in strategy decisions: none

JOB HOLDER:

MANAGER:

Signature:..... Date:.....	Signature:..... Date:.....
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Please note that this job description is not an exhaustive list of duties and responsibilities. The post holder is required to be flexible and undertake other duties to assist with meeting operational needs.